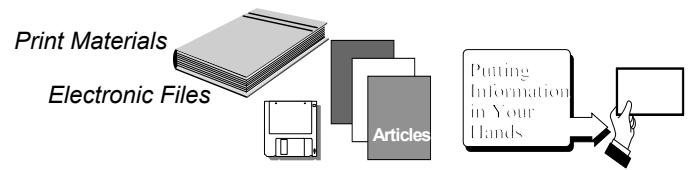


National Agricultural Library Document Delivery Services



Services for University of Maryland Faculty and Students

Faculty

- **Stack Access.** Faculty will be issued a stack pass upon presentation of a current UMD photo ID. Service Desk staff should hold the ID until the stack pass has been returned.
- **Onsite Borrowing Privileges.** A library card will be issued to the faculty patron upon completion of a “NAL Patron ID Record” form and presentation of a current UMD photo ID. Service Desk staff should make a copy of the ID, attach to the completed form, and retain for future reference. The library card is valid for one year and may be renewed for additional one year periods by having the patron review the original “Patron ID Record” form, initial and date any changes, and initial and date the two signature lines on the back of the form. Service Desk staff should also verify the existence of a current UMD photo ID at this time.

UMD faculty must present both a valid NAL library card and UMD photo ID when checking out material, and they are limited to twenty (20) outstanding loans at any given time. All other NAL borrowing policies (circulation period, fines, etc.) apply to UMD faculty. Faculty can also request materials from NAL through the interlibrary loan office at UMD’s University Libraries.

- **Free Photocopying.** Faculty will be issued a NAL copying card to copy NAL-owned material. Service Desk staff should hold the faculty member’s UMD ID until the copy card has been returned.
- **Expanded services** are also provided for University of Maryland faculty who are affiliated with any of the following programs: the Child Nutrition Program, the Nutrition Education and Training Program [NET], the Supplemental Nutrition Program for Women, Infants, and Children [WIC], the Commodity Supplemental Food Program[CSFP], the Child Adult Care Food Program [CACFP], the Food Distribution Program on Indian Reservations [FDPIR], the University of Maryland Nutrition Extension Service and Department of Nutrition and Food Science, and Howard University Department of Nutritional Sciences Faculty. These services are explained in the information sheet “Services Available to Eligible Food and Nutrition Patrons” or on www.nal.usda.gov/ddsb/expand.htm.

Graduate Students

- **Onsite Borrowing Privileges.** Graduate students may borrow materials as walk-in patrons if they have completed the Chesapeake Information and Research Library Alliance [CIRLA, www.cirila.org/drb.html] form at their library and bring it with them along with UMD identification. They must also complete a patron card for the NAL database and will have borrowing privileges for one year or until July 1 of the current year if that comes first. These privileges may be renewed if they are students in good standing at the University.

Graduate students can request that materials be retrieved from the NAL stacks for review in the 1st floor Reading Room. Photocopiers (coin-operated or a copy card may purchased) are

available onsite. Graduate students can also request materials from NAL through the interlibrary loan office at UMD's University Libraries.

Undergraduate Students

- NAL is open to the public. Undergraduate students can request that materials be retrieved from the NAL stacks for review in the 1st floor Reading Room. Photocopiers (coin-operated or a copy card may purchased) are available onsite. Undergraduates can also request materials from NAL through the interlibrary loan office at UMD's University Libraries.

The National Agricultural Library is open Monday through Friday from 8:30 a.m. until 4:30 p.m. The library is closed on Federal holidays.

National Agricultural Library:	www.nal.usda.gov
For general information or reference assistance:	301-504-5755 agref@nal.usda.gov
For information on document delivery services:	301-504-5717 access@nal.usda.gov www.nal.usda.gov/ddsb
Food and Nutrition Information Center:	301-504-5719 fnic@nal.usda.gov www.nal.usda.gov/fnic/